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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Briefing Schedule for Mr. Keith Hall (CIA OMB Examiner)

FROM:

[Redacted]  
Chief, Administration Group, O/Comptroller  
Rm. 4E20, Hqs.

EXTENSION

NO.

DATE

9 August 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Administration  
Rm. 7D24, Hqs.

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Attached for your information is the briefing schedule for Mr. Keith Hall, the new CIA OMB Examiner. This will also confirm the time and place for the briefing on your activities as a part of the overall Directorate program. A brief statement of Mr. Hall's background also is attached.

Mr. Hall's primary interest at this time is in finding out as much about the Agency as possible in advance of the formal OMB/RMS budget hearings which will be scheduled for October after submission of our 1981 Budget. Therefore, your briefing should be designed to familiarize Mr. Hall with what your program is all about, what is unique (in comparison with similar activities elsewhere in the Government), and its relationship to other Agency activities. While you may want to note the size of your program (i.e. positions and budget--1980 not 1981), you should not dwell on resource requirements except incidentally. In other words, the briefing should be programmatical--rather than budget--oriented.

Both [Redacted] and I expect to attend the briefing and will provide whatever assistance we can in responding to Mr. Hall's questions. Please give me a call if you have any questions about the briefing or the schedule.

Ch/Admin Group/O/Compt

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Administration Directorate

Briefing Schedule for Mr. Keith Hall  
(CIA OMB Examiner)

Monday - 27 August 1979

0900-0950	Overview of the CIA General Support Program	4E20	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> Chief, Administration Group, O/Comptroller	25X1
1000-1030	Meeting with the DDA & ADDA Brief Overview of the DDA Program	7D24	Don Wortman, DDA Danny May, ADDA	
1045-1145	Information Services	5B2830	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> Chief, ISS	25X1
1245-1445	Data Processing	2D00	Bruce Johnson D/ODP	
1500-1630	Personnel	5E58	Harry Fitzwater D/Pers	

Wednesday - 29 August 1979

0900-1030	Security	4E60	Bob Gambino D/Sec	
1045-1145	Medical Services	1D4061	Charlie Bohrer D/MS	
1330-1430	Finance	1212, Key Bldg	Ed Sherman D/Fin	
1500-1630	Training	1026, CofC Bldg	Don Smith D/TR	

Friday - 31 August 1979

0930-1130	Logistics	2C02,	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> Jim McDonald D/OL	25X1
1300-1530	Communications	2A03,	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> D/CO	25X1

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Mr. Keith R. Hall has joined the staff of OMB as the budget examiner for the CIA Program. Mr. Hall comes to OMB after 9 years with the US Army as a Military Intelligence Officer. His intelligence-related work experience includes HUMINT, COMINT, and Electronic Warfare operations. A graduate of the Army's EW/Cryptologic Officer Basic Course and the MI Officer Advanced Course, Mr. Hall has served tours in Germany and Korea, as well as the United States. His last military assignment was with the Army Intelligence School, Fort Devens, where he performed intelligence program evaluation. Mr. Hall holds a BA in History/Political Science from Alfred University and MPA from Clark University.